

Statutory/Administrative Board Checklist (Updated: 2 APR 13)



1. Verify FITREP Continuity/Completeness (MOST IMPORTANT).

- _____ "Performance Evaluation Continuity" on BUPERS Online (BOL) under "FITREPS/EVAL Reports".
- _____ Your Reporting Senior can check his "Performance Evaluation Submission" on BOL under "FITREPS/EVAL Reports".
- _____ "Performance Summary Record" (PSR) on BOL under "ODC/OSR/PSR/ESR".

2. Review your record using "Official Military Personnel File (OMPF)" on BOL.

- _____ Verify FITREP completeness and legibility.
- _____ Verify awards.
- _____ Verify photo at your current rank as required by NAVADMIN 103/07.
- _____ Verify transcripts.

3. Review Officer Data Card (ODC/PSR) on BOL.

- _____ Verify education data.
- _____ Verify awards.
- _____ Verify qualifications.
- _____ Verify FITREP continuity (NO GAPS or OVERLAPS)

4. Send missing/additional information to Board via NPC Customer Service Center (CSC).

- _____ Use a "Letter to the Board" to enclose/send all additional information and corrections.
- _____ Send your "Letter to the Board" to the CSC using the following addresses or email:

US Postal Service Submissions

Navy Personnel Command (NPC) Customer Service Center
President, FY-XX (*Type of Board*) Selection Board
Board #xxx
5720 Integrity Drive
Millington TN 38055

E-mail: cscselectionboard@navy.mil

FEDEX, UPS, DHL, etc., Express or Overnight Mail

Navy Personnel Command (NPC) Customer Service Center
President, FY-XX (*Type of Board*) Selection Board
Board #xxx
5640 Ticonderoga Loop Bldg 768 Rm E302
Millington TN 38055

Phone: 866-827-5672

5. Verify receipt of "Letter to the Board" at the CSC.

- _____ Call the CSC at 866-827-5672, or check status at the following link:
https://ahdsedstws16.ahf.nmci.navy.mil/OA_HTML/npc.html
- _____ Email documents to for the Board to cscselboard@navy.mil
The CSC will email you back upon receipt with an electronic tracking number.

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Note that submitting information to a Board will not update your permanent military record! See the NPC website for information on correcting your official record (<http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx/>).

FY14 Board Schedule (Conducted in FY13)

Board #	Board Title	Sponsor	Convene
145	Submarine Major Command Screen	PERS 42	NOV 13
160	Active O-6 Line	PERS 8	09 JAN 13
230	Active O-5 Line	PERS 8	05 FEB 13
275	Active O-4 Line	PERS 8	02 APR 13
350	Submarine CO/XO Screen	PERS 42	14 MAY 13
146	Submarine Dept. Head Screen	PERS 42	14 MAY 13

PERS-42 POC/Information

LT Dennis Milsom (PERS-421B)

901-874-3932/DSN 882-3932

Dennis.milsom@navy.mil

General Information About Boards - Microsoft Internet Explorer provided by NMCI

Address: <http://www.npc.navy.mil/Boards/GeneralBoardInfo/>

NAVY PERSONNEL COMMAND
Bureau of Naval Personnel

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General Board Information

Printer Friendly

Navy Personnel Command conducts numerous boards of many types throughout the year. Some concepts or procedures are common to all boards, others are quite divergent depending on the type of board convened.

Most of the information in this section will apply primarily to "Promotion" boards. Administrative and Screening boards are NOT promotion boards even though they may involve a person advancing in rank (a chief being selected for CWO for example).

Thus, what might apply to a Promotion board might NOT be true for a Screening or Administrative board and vice versa. Check the related page for a specific board or with the sponsor of that board if something is unclear or you have a question.

Topics

- [Preparing for Boards](#)
- [In Zone Determination](#)
- [Promotion Board Correspondence](#)
- [Promotion Board Approval Process](#)
- [Check for Fitrep Discrepancies](#)

Schedules

- [FY09](#)
- [FY10](#)

NAVY PERSONNEL COMMAND: 5720 Integrity Drive, Millington TN 38055-0000

Comments? Suggestions? Call 866-U-ASK-NPC or Email the [Webmaster](#) | Updated: Wednesday, September 10, 2008 4:07:29 PM

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<http://www.public.navy.mil/BUPERS-NPC/Pages/default.aspx>

<https://www.bol.navy.mil>